

Student Services Comprehensive Program Review: Suggested Timeline of Completion

FIRST SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
February	<input type="checkbox"/> Attend the Institutional Effectiveness Committee's CPR Orientation.	
	<input type="checkbox"/> Complete fields with information you can access from the past CPR and APPs, reviewing and updating as needed. (1.D.i, 2.A, Improvement Platform's 'Step 2: Goals and Resource Requests')	
Early March	<input type="checkbox"/> Meet with PRIE on the program data and begin to draft responses in the Improvement Platform. Request help with disaggregation if inputs include student IDs. <i>Request additional data if needed by June.</i> (3.A, 3.B, 3.C, 3.D, 3.E, 4.B, 4.D, 4.E, 4.F)	
March/ early April	<input type="checkbox"/> Consult with the IEC CPR Team to discuss your questions about the CPR process and learn how to draw from the Platform dashboards to enter PSLO results and run the report. (4.C, 4.D)	
	<input type="checkbox"/> Update PSLO and course SLO result entries in the Improvement Platform and meet with PRIE on how to draw from the dashboards for the SLO questions. (4.A, 4.G, 4.H)	
April	<input type="checkbox"/> Review external impacts on the program. (2.B)	
April/ May	<input type="checkbox"/> To anticipate the second semester's curriculum related tasks, particularly changes to the course outlines of record, attend the workshop that will be hosted by the Curriculum Committee, CTTL instructional designers, and SLO coordinator - date to be determined. It will prepare you for the optional Summer Curriculum Institute. (3.E.iii, 4.H)	
	<input type="checkbox"/> Consult with your dean about FTES and questions related to the program personnel section so as to anticipate needs. (1.E)	
May	<input type="checkbox"/> Draft program goals resulting from the evaluation of the program and confer with your dean about them. (Improvement Platform's 'Step 2: Goals and Resource Requests')	
Summer	<input type="checkbox"/> An optional Curriculum Institute will be hosted by the CC, CTTL, and PRIE, dates to be determined, to update course outlines of record.	

SECOND SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
August	<input type="checkbox"/> Continue updating course outlines of record (CoRs). <input type="checkbox"/> Doublecheck with your division Curriculum Committee (CC) representatives about the submission schedule of CoRs to ensure they're updated and approved per the CC's procedures.	
August/ Early September	<input type="checkbox"/> Consult with departmental colleagues to review the list of program achievements. (2.A)	
	<input type="checkbox"/> Optional (for programs who do not have a student input component and need to determine and plan for one): Meet with PRIE, and implement as soon as possible. (4.C)	
September	<input type="checkbox"/> Identify the Values with which your program aligns and draft how they align. (1.D.ii) <input type="checkbox"/> Consult with departmental colleagues to list pertinent professional development. (1.F)	
October	<input type="checkbox"/> Consult with IEC CPR Team. (3.A, 3.B, 3.C, 3.D, 4.B, 4.D) <input type="checkbox"/> Consult with your dean to discuss CPR Draft #1, particularly the program goals – including resource requests, and the evaluation of the program that provides a basis for the goals.	
November	<input type="checkbox"/> Consult with the IEC CPR Team about the program goals and how they emerged from the evaluation of your program's effectiveness. (Improvement Platform's 'Step 2: Goals and Resource Requests')	
	<input type="checkbox"/> By Nov. 15, draft responses in the Improvement Platform to the Access and Effectiveness sections, and 'Step 2: Goals and Resource Requests.'	
	<input type="checkbox"/> Optional Resource Request: By November 15, submit the Annual Resource Request via the Improvement Platform's 'Step 2: Goals and Resource Requests.' Work with your dean to complete the resource request and forge a plan to complete the forms needed for personnel and facilities requests if approved for funding.	

THIRD SEMESTER		
MONTH	TASK	PERSON RESPONSIBLE
January	<input type="checkbox"/> By the designated January date, complete all sections of the CPR in the Improvement Platform for Draft #2 to receive feedback.	
January/ early February	<input type="checkbox"/> Complete analysis of student input component if delayed. (4.C)	
February	<input type="checkbox"/> Consult with the IEC CPR Team for formative oral and written feedback on CPR Draft #2, revise as needed.	
	<input type="checkbox"/> Solicit feedback on the CPR Draft #2 by your dean and revise as needed.	
March	<input type="checkbox"/> Check that curriculum related tasks are completed. (4.I)	
	<input type="checkbox"/> Finalize 'Step 2: Goals and Resource Request' in the Improvement Platform.	
March/ April	<input type="checkbox"/> Participate in the CPR Share Outs.	
	<input type="checkbox"/> Download the CPR from the Improvement Platform and submit it on the Friday before spring break or by April 1, whichever comes first.	

Prompts in GREEN apply only to student service programs with courses: Counseling, Educational Access Center, and the Learning Center.

Updated: February 2023